

**General Headquarters
Supreme Commander for the Allied Powers
Allied Translator and Interpreter Section
Washington Document Center (adv)**

11 December 1945

RESTRICTED

MEMORANDUM FOR ALL SECTION CHIEFS:

Subject: Weekly Report to G-2, SCAP.

1. The JCS, G-2, SCAP, has requested a weekly report showing the nature of business handled by this office. It is required that the report indicate daily transactions under specific dates.

2. Attached hereto for the above purpose is a form to be used by each section in fulfilling the above request.

3. Each section will fill in that portion of the form which is appropriate to its particular activities.

4. In those cases where it is not feasible to report activities daily, such activities will be reported on a weekly basis. Whenever feasible daily account should be kept of the items indicated in the form.

5. Each Section Chief will consolidate the reports of his section and will submit the consolidated weekly report to Headquarters by 0900 each Monday morning. The weekly report will reflect the activity of the section over the preceding 7 day period as of the end of each Sunday evening.

6. It is suggested that each individual officer keep a daily log of his activities covering the appropriate items indicated in the form.

7. The weekly operations report will also serve as the basis for the weekly informal letter to the Washington Document Center in Washington.

8. The submission of weekly reports will be effective 17 December and will reflect daily activities for the week beginning 10 December.

R. V. SMITH,
Lt. Col., GSC,
Chief WDC (adv)

Copy to:
ATTN
WDYT, G-2, SCAP